CITY OF SAN JOSE ANNUAL BUDGET PROCESS

| | RESIDENTS | MAYOR & CITY COUNCIL | CITY ADMINISTRATION |
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| October | Input on Budget Priorities and Direction Through: Direct contact with Mayor and City Council Customer and Community-wide Surveys | Review of Prior-Year Financial and Service Results Provides feedback and guidance to Administration on service enhancement priorities | Annual Report of Prior-Year Financial and Service Results Report to City Council and Community on results achieved |
| November December January | | | Begin Update of City Service Area (CSA) Five-Year Strategic Business Plans and Two-Year Action Plans CSAs develop service delivery and investment strategies for upcoming budget process with employee involvement |
| February | | | Transmit to Council City Manager's Budget Request and Updated 5-Year Forecast and Revenue Projections for the General Fund and Capital Improvement Program Projects revenues for next 5-year period Projects General Fund expenditures at amounts that allow same service level as previous year |
| March | | Mayor's Budget Message Provides more specific direction for preparation of the Proposed Budget | Finalize Proposed Business/Action Plans and Investment Strategies CSAs incorporate strategic planning and City Council direction into results-driven spending plans |
| April | | | Evaluate Investment Strategies and All Other Budget Issues Analyze investment strategies and other service delivery options within context of fiscal outlook |
| May | Initial Public Hearing on Proposed Budget City Council meets to receive public input on Proposed Budget | Review Proposed Budget in Budget Study Sessions Working sessions with City Manager, CSA and department representatives to review details of the Proposed Budget Release of Mayor and City Council Budget Documents Requested reports and amendments to the Proposed Budget | Release CSA Business Plans and City Manager's Proposed Budget/Capital Improvement Plan Provide strategic service planning context and City Administration's proposed revenue projections and balanced spending plan Release of City Manager's Budget Addenda Administration's reports and amendments to the Proposed Budget are submitted for City Council review during Budget Study Sessions |
| June | Public Hearing on Final Proposed Budget Modifications Last opportunity for public input on Proposed Budget | Mayor's Final Proposed Budget Modification Memorandum Changes to Proposed Budget based on feedback from City Council and Public | |

Final City Council Budget Adoption